



GUIA DE FRASES EN INGLÉS PARA:

**EMAILS
REPORTES
PRESENTACIONES**

POR POWER ENGLISH

SOBRE POWER ENGLISH



Power English es una entidad que busca empoderar a sus estudiantes comunicarse en inglés en menos de un año. Usamos una metodología innovadora y actualizada que se adapta a como aprendemos hoy. De una manera simple, dinámica y directa.

Nuestras clases de inglés son disponibles en línea 24/7 donde tienes la oportunidad de concretar lo que estás aprendiendo con cada lección con clases presenciales. Así practicas la gramática y teoría jugando con las lecciones aprendiendo poquito a poquito para estar listo para demostrar tu conocimiento hablándolo con uno de nuestros profesores.

Gracias a nuestra metodología, nuestros estudiantes han ascendido de cargo, han salido al extranjero para hacer presentaciones y cumplir metas como viajar por el mundo.

PRUEBA UNA DE NUESTRAS LECCIONES ONLINE GRATIS

Lecciones de inglés que usan la neuroplasticidad para que se les quede grabado cada tema en la cabeza.

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PROPÓSITO

El propósito de esta guía es para ayudarte con el inglés que necesitas día a día. Estas son las frases que a veces nos quedamos pensando en cómo decirlas para conectar ideas o para simplemente expresar una idea.

Si es una gran ayuda para ti y lo encuentras útil, **difunde el archivo** con tus colegas.

Les deseamos éxito en todos sus esfuerzos.

FRASES DE EMAILS: FORMAL E INFORMAL

- Saludos -

Formal

- Dear Sir/ Madam,
- Dear Sir or Madam,
- Dear Mr/ Ms Jones,
- Dear Dr Smith,

Cuando no sabes como se llama a la personas a quien les estas escribiendo

To whom it may concern:

Informal

- Hi Dennis,
- Hello Claire,
- Dear Mum,

(notar: los saludos son seguidos por una coma (,) con excepción de: 'To whom it may concern:')

- RAZÓN DE LA POR QUE LE ESCRIBES AL RECIPIENTE-

Formal

- I am writing to make a reservation/ to apply for the position of.../ to confirm my booking/ to ask for further information about ...
- I am writing with regard to the sale of .../ to the complaint you made on 29 February
- Thank you for your e-mail of 29 February regarding the sale of... / concerning the conference in Brussels.
- With reference to our telephone conversation on Friday, I would like to let you know that...

Informal

- Just a quick note to invite you to.../ to tell you that...
- This is to invite you to join us for a picnic on 20 May.
- Thanks for your e-mail, it was wonderful/great to hear from you.

- HACER UN PEDIDO / PREGUNTAR POR INFORMACIÓN -

Formal

- Could you please let me know if you can attend the fair/ if you are available for a meeting on 12 December?
- I would appreciate it if you could send me a brochure/ if you could reply within two days.
- Could you possibly arrange a meeting with my secretary?
- I would also like to know if there are any swimming pools in your area.
- Please, let me know how much the tickets cost.

Informal

- I was wondering if you could come and see me sometime next week.
- Would you mind coming early to help me clear up the place?
- Do you think you could call Jerry for me?
- Can you call me/ get back to me asap? (as soon as possible)

- OFRECER AYUDA / DAR INFORMACIÓN -

Formal

- We are happy to let you know that your article has been selected for publication.
- I am glad to inform you that we will be holding our annual conference in Brussels on 20 September 2014.
- We regret to inform you that the show has been cancelled due to bad weather conditions.
- We are willing to arrange another meeting with the CEO.
- We would be glad to send you another statement if necessary.
- Please, let me know if I can be of further assistance.
- Should you need any further information/assistance, do not hesitate to contact us.

Informal

- I'm sorry, but I can't make it tomorrow. (No puedo ir mañana.)
- I'm happy to tell you that John and I are getting married next month.
- Would you like me to come early and help you clear up the place?
- How about I come and help you out?
- Do you need a hand with moving the furniture?

- QUEJAS -

Formal

- I am writing to express my dissatisfaction with... / to complain about...
- I regret to say that I was not completely satisfied with the room you provided us.
- We regret to inform you that your payment is considerably overdue.
- I would like to receive a full refund and compensation for the damages.
- I am interested to hear how your company can compensate us for the distress we suffered.

Informal

- I'm sorry to say that you're late with the payments.
-
- I hope you won't mind me saying that the place you'd recommended to us wasn't as nice as we'd expected.

- DISCULPAS -

Formal

- We would like to apologize for any inconvenience caused.
- Please accept our apologies for the delay.
- Please let us know what we can do to compensate you for the damages caused.
- We will make sure that this will not happen again in the future.
- I am afraid I will not be able to attend the conference.

Informal

- I'm sorry for the trouble I caused.
- I apologize for the delay.
- I promise it won't happen again.
- I'm sorry, but I can't make it to the meeting.

- ADJUNTAR ARCHIVOS -

Formal

- I am attaching my CV for your consideration.
- I am sending you the brochure as an attachment.
- Please see the statement attached.
- Please find attached the file you requested.
- I am afraid I cannot open the file you have sent me.
- Could you send it again in ... format?

Informal

- I'm attaching/sending you the holiday photos.
- Sorry, but I can't open it. Can you send it again in ... format?

- COMO DESPEDIRSE -

Formal

Quedo atento a tus comentarios, dudas, preguntas, respuesta, etc
I'm looking forward for your comments, doubts, questions, reply, etc

Espero tu respuesta
I'm looking forward for your answer

Informal

- Hope to hear from you soon.
- I'm looking forward to seeing you.

- SALUDO FINAL -

Formal

- Yours sincerely, (when you start with the name e.g. Dear Ms Collins)
- Sincerely Yours, (AmE)
- Sincerely, (AmE)
- Yours Truly, (AmE)

Informal

- Thanks,
- Take care,
- Yours,
- Best regards, (semi-formal, also BR)

¿QUÉ APRENDES CON NUESTRAS CLASES ONLINE?

Enseñamos todo lo que tiene que ser la base del idioma. Lo que te hace generar el 90% de la oración de que quieres comunicar. La mayoría quiere ir directo a un inglés avanzado que es especializado pero ni pueden formar una oración correctamente.

No tienes que comenzar de cero, pero sí donde estás más débil en el idioma. Te invitamos a darle una chance a nuestro curso online. También tienes la opción de concretar lo que aprendiste con uno de nuestros profesores via Skype o presencialmente.



[Averigua Más](#)

PRESENTACIONES

- **Introducción**

- Introduce lo que vas a presentar, dile a tu audiencia que habrá tiempo al final para hacer preguntas.

- **Resumen**

- Da un resumen general de tu presentación

- **Solo escribe temas de interes en los diapositivos**

- Presenta tus temas en una secuencia logica, da explicaciones y excepciones.

- **Presenta los resultados**

- **Resume la presentación**

- **Cierre**

- **Preguntas**

- pregúntale a la audiencia si tienen dudas o preguntas.

Si dices algo equivocadamente, o algo que no le gusto al publico

- Let me say that in another way
- Perhaps I can rephrase that
- To put it in another way, that means
- What I meant to say is

FRASES PARA PRESENTACIONES

<p>Introduce the topic</p> <p>Today, I will be talking about</p> <p>As you all know</p> <p>I'm going to take a look at/examine</p> <p>Today, I will be concentrating on</p>	<p>Adding more points</p> <p>Firstly</p> <p>First of all</p> <p>Secondly / Thirdly</p> <p>Finally</p> <p>In addition</p> <p>What is more</p> <p>Another point to consider is</p> <p>I'd like to move onto</p> <p>That's all I have to say about that, now I'd like to move onto</p> <p>Now I'd like to look at</p> <p>This leads me to my next point</p>	<p>Relating end to the beginning</p> <p>So I hope you're clearer on</p> <p>To return to the original question</p> <p>So if we look at what I said in the beginning ..</p>
<p>Overview</p> <p>The issues I want to mention/discuss</p> <p>It is important to begin by saying</p> <p>There are a number of things to consider when looking at the issue of.....</p> <p>It makes sense to start by</p>	<p>Summarizing</p> <p>I've talked about</p> <p>That brings me to the end of my</p> <p>Well, that's about it for now. We've covered</p> <p>To sum up</p> <p>In general</p> <p>On the whole</p>	<p>Close</p> <p>In conclusions then, it is clear that</p> <p>To conclude, therefore, I would say that</p>
<p>Stating points</p> <p>In my opinion</p> <p>I consider important because</p> <p>In my view</p> <p>I think that</p> <p>The main reason I've chosen is</p> <p>On the one hand on the other hand</p> <p>An important point to consider is</p>	<p>Questions</p> <p>Thank you for your attention, I'd be glad to answer any questions you might have.</p>	<p>Unable to answer questions</p> <p>That's an interesting question, I don't actually know, but I'll get back to you later.</p> <p>Good question! I really don't know!</p> <p>What do you think?</p> <p>Unfortunately I'm not the best person to answer that.</p>

FRASES DE TRANSICIÓN

Estas frases te ayudaran a conectar tus ideas de una manera mas coherente.

Para seguir agregando a tus comentarios - "Además"

Estas frases son para cuando quieres agregarle algo mas a tus argumentos. Son los equivalentes a además, también, etc.

- Furthermore
- Moreover
- In addition
- Also

Tiempos - "Durante, siguiente, Después, etc"

Estas frases son para indicar tiempos en nuestras oraciones.

- Meanwhile
- During
- Next
- So far
- Subsequently
- Afterwards
- Then
- Whenever
- Simultaneously

Lugares - "Cerca de, opuesto a, debajo de, etc"

Frases para indicar direcciones de lugares.

- Here
- Beyond
- Adjacent to
- There
- Wherever
- Neighboring on
- Nearby
- Opposite to
- Above, Below

Ilustración - "Para demostrarlo, por ejemplo, etc"

Frases para ilustrar o demostrar tu punto.

- To illustrate
- To demonstrate
- For instance
- For example
- As an illustration
- Specifically

Comparación - “igualmente, de la misma manera, etc”

Frases para comparar ideas o argumentos.

- In the same way
- In like manner
- Likewise
- Similarly
- In similar fashion

Contrastar - ‘No obstante, sin embargo, aunque, etc”

Frases para hacer contrastes entre dos ideas, argumentos oraciones, etc.

- Nonetheless
- On the contrary
- On the other hand
- Though
- At the same time
- In contrast
- After all
- nevertheless
- otherwise
- notwithstanding
- yet

Clarificación - “En otras palabras, para aclarar, etc”

Frases para cuando quieres aclarar alguna punto.

- In other words
- To clarify
- To explain
- To rephrase it
- To put it another way

Causas - “Por esa razón, Ya que, por qué, etc”

Frases para cuando quieres explicar la causa de algo.

- Because
- Since
- For that reason

Resumen - “Para resumir, en resumen, etc”

Frases para resumir todo lo que has dicho.

- To summarize
- To sum up
- In sum
- In short
- In brief

Conclusión - “Finalmente, en conclusión, etc”

Frases para concluir tus ideas.

- In conclusion
- To conclude
- Finally

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